

R U L E S

FOR THE

GIRARD COLLEGE FOR ORPHANS.

ADOPTED BY THE BOARD OF DIRECTORS

JUNE 28, 1848.



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GIRARD COLLEGE RULES.

1. It shall be the duty of the Watchman to ring the awakening bell, at 6 o'clock in the morning, in the months of May, June, July, August, and September; at 6½ o'clock in the months of October, November, March, and April; and at 7 o'clock in the months of December, January, and February.

2. The Officers, Teachers, Governesses, and Pupils, shall rise at the ringing of the awakening bell, and prepare themselves for the duties of the day. The cooks, chambermaids, and other servants, employed about the household, shall rise at the same time, or at such earlier time, as the Matron, with the assent of the President of the College, shall see proper to direct. The Governesses and Chambermaids shall superintend the dressing, washing, and combing of the pupils, assisting such of them as may be too young or unable to perform these offices for themselves. The cooks and other servants of the establishment shall immediately commence the preparations for the meals and other duties of their stations.

3. Half an hour after the ringing of the awakening bell, the President, Matron, Teachers, Governesses, and Pupils, shall assemble in the College for worship, which shall be conducted by the President of the College, or in case of his unavoidable absence, by the Matron or one of the Teachers. The worship shall consist of an appropriate morning prayer, reading a portion of the Scriptures, and the singing of a hymn or psalm.

4. From the College, the Pupils, attended by the Matron and Governesses, shall proceed to the refectory for breakfast; this meal shall occupy not exceeding half an hour.

5. After breakfast the pupils shall, under the care of the prefects, be permitted to take exercise in the College grounds for half an hour,

and at the expiration of that time, return to their section rooms to be inspected by the President and Matron, as to their cleanliness and fitness for the school room. Any one whose clothes are soiled or torn, or whose person is not properly cleansed, shall be placed in charge of the Governess of his section for proper attention to the deficiency.

6. The Teachers and Pupils shall assemble in the school rooms, and continue there, attending to the studies and recitations, at such hours and with such recess as may be designated by the President, with the concurrence of the Committee on Instruction.

7. When dismissed from the school rooms, the pupils not under discipline shall proceed to the play ground in fair weather, and when the weather is unsuitable for out door exercise, to some apartment allotted for that purpose, and there, under the direction of the prefects, engage in such plays, recreations and exercise as may be suited to the season and to the ages of the boys. These plays, &c., shall be continued for at least half an hour, and may for such of the pupils as desire and deserve it, be extended for an hour. At the expiration of the half hour, such of the pupils as desire it, may return to the study room, or attend in the workshop, or in the gardens allotted to them, and there either read or work for half an hour. It shall be the duty of the prefects, under the direction of the President, to teach some regular course of plays, recreations, and exercise, on the play ground and play apartments, and also, to direct the labours of the pupils in the workshops and gardens, to some useful and improving end or purpose. And it shall be the duty of the President, assisted by the Matron and Teachers, to supervise and regulate the reading of the pupils, so that while it shall have sufficient variety—instruction may be blended with amusement.

8. At one o'clock, the pupils shall proceed to the refectory for dinner, attended by the Matron and Governesses, who shall see that they are properly supplied with food, and watch carefully over the manners and behavior of the children at the table, in order that cleanly and decorous habits may be formed; unless unavoidably absent by sickness or official duties without the College, the Pre-

sident shall always attend at this meal. Half an hour shall be allowed for dining.

9. At half past one o'clock the pupils shall be permitted to take exercise in the College grounds or to read as they may elect, or if the weather be unsuitable for out-door exercise, they may take such recreation in the play apartment, as the President may permit.

10. In the afternoon, the Teachers and pupils shall assemble in the school rooms and proceed with the studies and recitations; the time of study and recess to be fixed by the President, with the concurrence of the Committee on Instruction. The prefects shall be present during the time of recess, and give attention to the manners and conduct of the pupils, and also, regulate their exercise.

11. After the dismissal of the pupils from the school room in the afternoon, those not under discipline shall proceed to the play ground or play apartment according to the weather, and participate under the care and assistance of the prefects in such plays, recreations, and exercise, as he under the direction of the President may sanction. Half an hour shall thus be spent, and then, such of the pupils as may desire it, (and not be under discipline,) may proceed to the study rooms, work shops or gardens, for reading or labour, as is directed for the mid-day hour. The others may continue their play or exercise for another half hour.

12. At six o'clock, the pupils shall assemble in the study rooms, and shall, with the Matron and Governesses, proceed to the refectory for supper, which shall be served to them under the same rules as provided for breakfast and dinner. Half an hour shall be allowed for supper. After supper the pupils shall, according to the state of the season and weather, be allowed to take exercise in the grounds or in the play apartment for half an hour.

13. At 7 o'clock, the President, Matron, Teachers, Governesses, and Pupils shall assemble in the College for worship, which shall be conducted by the President, or in case of his unavoidable absence, by the Matron or one of the Teachers, observing the same order of exercises as in the morning, and if there have been occasions for any extraordinary discipline during the day, such counsel and advice shall then be given to the pupils as will

tend properly to influence their character and conduct in regard to the breaches of order, which may have led to the enforcement of such discipline.

14. At half past seven the pupils shall return to the study rooms, and in their proper divisions, and under the care of their respective governesses, prepare for the recitations of the ensuing day. From 8 until 9 o'clock, as their ages require, they shall be conducted to the dormitories by the governesses, and they shall immediately retire to bed and remain there in perfect quiet and repose, until summoned by the morning bell, unless from illness or other necessary cause, it may be proper for any one to rise or to call for the assistance of a Governess.

15. On Sunday the pupils, officers, and household shall arise at the usual hour, and after the pupils have been properly washed and dressed, they shall proceed to the College for worship as on week days. After breakfast they shall be permitted to take appropriate exercise for an hour, and read for an hour. And at 10½ o'clock in winter, and 10 o'clock in the morning, in summer, the officers and pupils shall assemble in the College for public worship.

The religious services shall consist of singing hymns, prayer, reading the Scriptures, a suitable discourse, and a benediction. These services shall be conducted by the President of the College, or by some one of the Directors, or by some person approved by the Directors.

The prayers, and hymns or psalms, to be used in these services shall be prepared or selected by the President, with the approbation of the Directors, and they shall be framed so as to form a full and appropriate service without sectarianism, but calculated to arouse and preserve true devotion and piety in the mind. These services shall continue an hour and a half, and when completed, the pupils shall be permitted to divide the intervening time between the dismissal and the dinner hour in appropriate exercise and reading. But on Sunday they shall not be permitted to play in the play ground or play apartments, or to work in the shops or gardens.

After dinner they shall take appropriate exercise an hour, and read an hour, or an hour and a half, according to the season; and at 3 in winter, and 3½ o'clock in the afternoon, in summer,

they, with the officers, shall again assemble for public worship, which shall consist of services similar to those prescribed for the morning, and similarly administered. To these public services of the sabbath the members of the City Councils, and such other persons as may be accompanied, or be specially invited by a Director, shall be admitted, in order to influence the minds of the pupils with that respect for the day and its offices, which association and personal contact with an adult audience will aid in securing.

After the afternoon services the pupils shall be permitted to take appropriate exercise and read according to their inclination for an hour, or an hour and a half, according to the season, and then to re-assemble in their study rooms preparatory to supper.

16. After supper, if the season will permit, they may again take appropriate exercise or read until sunset, when they shall be assembled in their respective study rooms, and the President, Matron, Teachers, or Governesses shall read to, or converse with, them as occasion may serve, or permit some of them to read aloud.

The course of reading and conversation to be such as may be suitable to the day.

The pupils shall retire to rest at their usual hours, observing the same order therein as on other days.

17. The foregoing rules give a general outline of the arrangements and distribution of duties, study, and recreations for each day, but they are not to be construed as by any means limiting the obligations of the officers or pupils. On the contrary, in addition to the general regulations contained in the ordinances of Councils, and in special or general resolutions of the Directors, the following rules will be more specially applicable to all holding official relations to the College.

18. The President shall personally visit and inspect daily, every apartment, office, and portion of ground used for College purposes in any way, and see that those entrusted with the care of them have properly performed their duty, and that they are kept clean and in good order.

He shall attend at least one hour a day in the school rooms, witnessing the instruction given there or participating in giving it, ex-

amining the records of conduct, progress, and standing of each pupil, in order that he may become familiar with their individual characters, and apply such advice, encouragement, or correction in each case, as in his judgment may be proper.

He shall periodically conduct or direct such examinations of the pupils in the respective branches of study, to which they have been attending as will develop the progress of each pupil, and show the advantages or defects of the system of studies pursued in each department.

He shall in addition to his presence at the dinner, spend at least one hour daily, in the dwelling of the pupils, for the purpose of giving such counsel, assistance, and advice as the Matron and the Governesses may need, in forming the home habits and manners of the pupils, and in regulating and correcting, if necessary, the domestic economy of the household.

He shall, aided by the Matron and Steward, make a weekly examination of the accounts of the College, carefully scrutinizing each expenditure, and applying personally or suggesting to the Directors, or to the proper Committee, such modifications of the diet, clothing, and other objects of pecuniary charge, as will ensure an economical outlay of the funds appropriated for the support of the College.

He shall, after consultation with the Matron, give such directions to the Steward for the purchase of food for the household, as will correspond with the regulations adopted by the Board of Directors or the Committee on the Household, and secure such a variety in the diet of the pupils as may be required for health and comfort.

He shall give attention to the personal appearance and deportment of the pupils, noting such as are not cleanly or whole in their attire, or who are rough in their manners, and calling the attention of the Matron and Governesses to such defects, and causing them to be corrected.

He shall suggest to the prefects, such rational and systematic plays, recreations, and work, as will contribute to the health and amusement of the pupils, and see that the prefects carry out these suggestions by frequent visits to the play ground, work shops, and gardens.

He shall frequently, in company with such pupils as deserve it, visit the manufactories, institutions, and remarkable places in the city and neighborhood of Philadelphia, and point out to them the peculiarities of each of the arts practised in them, or the objects to which they are devoted, with such references to the history of the art, or the institution or place, as will give clear and lasting ideas of them to the children.

In these visits he may, if he should deem it expedient, be accompanied by a Teacher or Governess, or some other officer or servant of the College.

He shall have a particular charge over the morals of the pupils, and ascertain by personal conversation with them, and advice to them, the state of their moral and mental culture, and of their attainment of those fixed habits of virtue which the Will of Mr. Girard recommends, and their future happiness and welfare demand.

As the head and father of the establishment, he is to be respected and obeyed by every other officer or servant, and by the pupils, and implicit obedience is to be rendered as well to his requests as to his commands.

19. The Matron is the mother of the pupils, and the mistress of the whole household. Her duties are analogous to those of the President, and she is in the discharge of them—subordinate only to him.

If he should at any time be unavoidably absent from duty, she is to take his place and perform his duties, excepting those which relate to the school rooms.

She shall constantly supervise and direct (under the advice and sanction of the President,) the whole of the domestic economy of the establishment. She shall watch over the morals and manners of the pupils; counselling, reproving, advising and encouraging, as the individual developments of character may require these aids, and inviting the attention of the President, Teachers, and Governesses to such particular cases, as may call for special consideration and training on their part.

She shall pay particular attention to the clothing, diet, lodging, and health of the pupils, carefully guarding them from dangerous

exposure to the weather or to violent exertion, when their health may be feeble.

She shall visit daily every apartment and office connected with the household, and see that those entrusted with the charge of them, keep them clean and in good order.

She shall daily inspect the clothing and persons of the pupils, and see that all are kept well and perfectly attired and cleanly.

She shall aid the President and Steward in the examination of the accounts of the expenditures of the College, and co-operate with them in an economical application of the funds appropriated for its use.

By frequent mingling with the pupils during their hours of study and recreation, she shall endeavour to inspire them with love for, and confidence in her, so that all the troubles and hopes of childhood may be communicated to her as they arise, and be made the means of instilling valuable lessons, and of forming correct and virtuous habits.

All the Teachers, Governesses and Servants, shall be responsible to her as the mother of the family, and shall aid and obey her in all matters pertaining to her office.

Her duties (within her proper department,) are analogous to those of the President of the College, and the rules for his duties are to be considered as generally applicable to her, but to be followed by her when he is present under his advice and sanction. She shall report monthly to the President upon the state and wants of her department.

20. To the Teachers is confided, under the direction of the President and Committee of Instruction, the school education of the pupils. They shall instruct them in such branches of knowledge as the capacities and attainments of the different individuals may warrant, and by frequent examinations and reviews, ascertain whether they are thoroughly taught.

The charge and discipline of the school rest primarily on the Principal Teacher. She shall see that the Assistant Teachers give proper attention to the children under their care, and note upon the daily records the conduct and progress of each individual in their

respective divisions. She shall keep a similar record for those in the division immediately under her care. Once in each month or oftener, if required by the President, she shall make a report to him of the condition of the school, and of the progress of the pupils, noting therein such special matters as may in her judgment require attention on his part, or on that of the Committee on Instruction, or the Directors. In order to enable her to do so more fully, the Assistant Teachers shall make weekly reports to her in regard to the state of their divisions. All the teachers shall be directly responsible to the President, and he may require from any of them special reports on any matter connected with their duties, or in regard to any pupil under their charge.

21. The Governesses are charged, under the direction of the President and Matron, with the home education of the children. Their habits, morals, manners, clothing, recreation, meals, and repose are specially and primarily under their care. They shall keep records of the conduct and habits of each pupil assigned to them, and make weekly reports, or oftener if she should require it, to the Matron. They shall also report to the President, whenever he may require it, upon the state of the department under their care, or of the conduct and habits of any pupil. The discipline of the house is primarily under their charge, and in order to ensure vigour, regularity, and direct responsibility, they shall by turns take charge of the household, and under the directions of the Matron, supervise and direct the daily business and duties thereof. They shall make daily inspections of the condition of the clothing and persons of each pupil, ascertaining whether the former is kept clean and whole, and properly deposited in its appropriate place when not in actual use, and that the latter are daily and properly cleansed.

They shall pay frequent visits to the school rooms, play ground, and play apartments, and by taking an affectionate and cordial interest in the studies and amusements of the pupils, aid the President, Matron, and Teachers, in promoting their education, happiness and comfort.

They shall carefully watch over the health, habits, and morals of the pupils, and call the attention of the Matron or President to any matter connected with this duty which may in their judgment

need treatment. They shall frequently, either with the President Matron, or Teachers, or alone, accompany the pupils in their visits to objects of interest in the city or its neighborhood, and endeavour to make these visits practically serviceable in attaining the great ends of the College.

22. The pupils are the children as well as the students of the College. They must from their entrance into it, until they are either honourably dismissed or otherwise removed from it, carefully observe all the rules and regulations of the institution, and render implicit obedience and respect to the President, Matron, Teachers, and Governesses, and to every other officer or servant who may at any time be placed in charge of them.

They must be careful to keep their persons, clothing, books, and apartments clean and in good order, and when they find any thing out of place or injured, immediately report it to the Teacher or Governess having charge of them. Each pupil who does not so report, shall be held responsible for his failure to do so, and the pupil last occupying any place or using any article that is out of place or injured, shall be considered as having injured or displaced it, and be punished for it accordingly. They must be perpetually reminded by precept and example that without obedience there can be no order, and that without order, there can be neither progress nor happiness.

23. Every other officer and servant shall be careful and diligent in his service and offices. He shall be primarily responsible to the Matron, Teacher, or Governesses, according to his place or duties in the school or household, and eventually responsible to the President for his faithfulness and good conduct.

24. The Steward is the general purveyor and curator of the College. All purchases and repairs shall be made either by him, or under his immediate supervision. He shall be directly responsible to the President and Committee on the Household for the faithful discharge of the duties of his office, and shall, at the stated time, submit for their inspection, the accounts of his department, and give such explanations to them, in regard to expenditures, as will aid them in properly securing economy in the establishment.

He shall, under their direction, employ such male and female servants as the Directors may authorize, and at such wages as they may fix, and whenever required by the President to discharge any servant, shall do so, and report the same to the Committee on the Household. It shall be his special duty to see that the Buildings and Grounds of the College are kept in good order and repair; and whenever he finds any part of them needing more than ordinary attention, or requiring repair, he shall forthwith report it to the President of the College, or in case of his absence, to the President of the Board of Directors.

25. On Sunday, and at such other times as the same may be permitted, without injury to the discipline and order of the College, such suitable relaxation and leave of absence shall be allowed to the Officers and Servants as the President may find it convenient to grant, or the Directors to designate by special order.

26. The discipline of the Institution shall be mild and paternal in its character. Punishment shall be proportioned to the age of the pupil, and to the character of the offence committed. It shall consist chiefly of deprivation of indulgences, seclusion, either wholly or in part; change of the ordinary diet; admonition, and in extreme cases, that do not yield to mild means, corporal punishment may be inflicted, but that shall only be permitted after a resort to the ordinary means of reformation have been tried and failed. The certainty of the punishment being always made apparent to the pupil and fully carried out.

27. In order to secure uniformity of purpose and action, there must be frequent meetings, (at least once in each week,) of the President, Matron, Teachers and Governesses, at which all the occurrences of the household and school shall be brought under review, the proper influences of stimulus or restraint, be considered and determined on, and a hearty and harmonious spirit be infused into the different departments. Each officer must feel as if the success of the Institution depended upon his or her individual devotion to its interests, and no opportunity of suggesting improvements in any department ought, by them, to be overlooked.

